



# Iowa Department of Human Services

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## INFORMATIONAL LETTER NO.1420

**DATE:** September 16, 2014

**TO:** Iowa Medicaid Targeted Case Managers (TCM)

**FROM:** Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

**RE:** Intellectual Disability (ID) Waiver Off-Year Assessments

**EFFECTIVE:** Immediately

As part of the Balancing and Incentive Program (BIP), Supports Intensity Scale® (SIS) assessments of Iowa's persons with intellectual disabilities began in August 2014. Not all members will have an assessment the first year. Members presently served by the ID Waiver will have a full SIS assessment based upon a random selection process.

The remaining members currently receiving ID Waiver services will receive a different assessment called an Off-Year Assessment. This assessment is a telephonic review conducted by a Core Standardized Assessment (CSA) Telligen Assessor with the member's TCM. For informational purposes only, a sample of the [Off-Year Assessment](#) is posted on the DHS website.

The timing of the Off-Year Assessment corresponds to the member's level of care anniversary and will be prompted by the Individualized Services Information System (ISIS) workflow. The continuing stay milestone will begin the workflow 60 days prior to the assessment anniversary. The response from the CSA Assessor within the ISIS workflow will inform the TCM that a full SIS assessment has been/will be scheduled or that the member will receive the Off-Year Assessment.

CSA assessors will contact the TCM to complete the telephonic assessment or schedule a time to complete the full SIS assessment. After the telephonic review is completed, the Telligen assessor will email the completed assessment to the TCM. This completed assessment fulfills the TCM obligation to complete an annual assessment.

The format for the Off-Year Assessment is based on the Centers for Medicare and Medicaid Services (CMS) requirements that standardized assessments reflect a core data set with specific domains and topics. While the Off-Year Assessment is not a standardized assessment, the format is designed to focus on determining the level of care and service planning attention with the core data set topics. Risk factors will be addressed in the Off-Year Assessment. When the TCM meets with the member during their quarterly face-to-face contact prior to the assessment anniversary, the TCM should interview the member with the topics from the Off-Year Assessment in mind. The interviewer (assessor) may also make collateral contacts with the member and other legal representatives.

The TCM should be prepared to provide the member's medical and behavioral diagnoses and conditions to the assessor during the telephonic interview. Medical codes of diagnoses are not required. The TCM should be able to report on the member's functional ability with regard to each topic compared to the most recent full assessment. For example, has the member's functional ability in eating, dressing and bathing improved, stayed the same or declined since the last full assessment was completed? The TCM will also be asked about any needed changes in the type of support, frequency or intensity needed. Related risk factors are included in each section. Any risk factors marked "Yes" should be addressed in the member's Crisis Intervention Plan.

Questions on the Off-Year Assessment and process can be sent to [DHSCoreStandardizedAssessments@dhs.state.ia.us](mailto:DHSCoreStandardizedAssessments@dhs.state.ia.us). TCMs may also contact Telligen at 877-563-6972. More information on the implementation of the SIS is available on the [Core Standardized Assessment](#)<sup>1</sup> webpage.

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<sup>1</sup> <http://dhs.iowa.gov/ime/about/initiatives/BIPP/CSA>